

World Schools Debating Championships Singapore 2015



Guide to Registration Phase 1 21st January - 11th February 2015

Stage 1 of registration for the 2015 World Schools Debating Championships (WSDC) in Singapore kicks off on 21st January and will run through to 11th February.

This is the initial phase of the registration process in which each nation which wants to send a team to the championship is able to register their team and delegation online.

The Nation's Delegation

Each nation's delegation at WSDC 2015 should consist of:

- A minimum of 3 and a maximum of 5 Debaters
- 1 Team Manager
(It is up to each nation to decide whether their Team Manager will serve only as the Team Manager, or will additionally serve as the Team Coach or as an Adjudicator)
- 1 Team Coach

Each nation may also choose to send:

- Adjudicators
*(Each nation is **strongly encouraged to register at least 1 adjudicator** as part of their official delegation to help judge the tournament. You are welcome to register more than 1.)**
- Observers

* *Note: All adjudicator registrations are subject to confirmation by the Chief Adjudicators.*

Registration fees will be charged in Singapore Dollars. There will be a registration fee for each Debater, Team Manager, Team Coach and Adjudicator of S\$1,150 per person. The registration fee for each Observer will be S\$1,950 per person. There will also be an additional surcharge of S\$1,150 per person for each individual staying in a single room at the hotel.

The Team Administrator

Each nation will need to appoint a Team Administrator to manage the registration process. (The Team Administrator does not necessarily have to be someone who will be travelling with the delegation to Singapore.)

The Team Administrator will be the person responsible for the online registration of the team and delegation, and will be the individual with whom the organising committee will communicate with for all registration-related matters.

Team and Delegation Registration

The first step in the registration process will be for the Team Administrator to complete the online Team and Delegation Registration Form. This form can be found at:

<http://goo.gl/forms/YiW5msNiyh>

When completing this form, the Team Administrator will be asked to submit the following information:

- The Team Administrator's name and contact details (e-mail address, telephone number and postal address).
- The name of the organisation which is sending your nation's delegation to WSDC 2015, if any (e.g. the name of the school or name of the national debate organisation).
- The name of the Team Manager (*if not yet determined, this can be submitted at a later date*).
- Whether the Team Manager will be serving only as the Team Manager, or will additionally be serving as the Team Coach or as an Adjudicator.
- The number of Debaters on your nation's team (3, 4 or 5).
- The names of your Debaters (*if not yet determined, this can be submitted at a later date*).
- The name of the Team Coach (*if not yet determined, this can be submitted at a later date*).
- The number of Adjudicators who will be members of your nation's official delegation.
- The names of your Adjudicators (*if not yet determined, this can be submitted at a later date*).
- The number of Observers who will be travelling with your nation's delegation.
- The names of your Observers (*if not yet determined, this can be submitted at a later date*).
- The number of people in your delegation which wish to stay in single rooms at the hotel (at an additional surcharge of S\$1,150 per single room).

The online Team and Delegation Registration Form must be completed by 11th February if your nation wishes to enter a team in the WSDC 2015 competition.

If the names of certain members of your delegation are yet to be finalised, the names can be submitted at a later date by e-mailing the names to wsdcsingapore2015@gmail.com. The organising committee will expect all the names to be submitted by 3rd March (unless the nation requests and is granted an extension of that deadline).

Registration of Individual Delegation Members

In addition to completing the Team and Delegation Registration Form, an Individual Registration Form must also be completed for each member of the delegation.

Individual Registration Forms should ideally be completed by 11th February, but if that's not possible they can be completed by 3rd March. (Any extension of the 3rd March deadline must be agreed with the organising committee.)

There are different Individual Registration Forms for each category of delegate.

For Debaters:

<http://goo.gl/forms/RyVjJb99M>

For Team Managers:

<http://goo.gl/forms/Eog0RhBG4G>

For Team Coaches:

<http://goo.gl/forms/3Gq841xva2>

For Adjudicators:

Individual Registration Form - <http://goo.gl/forms/5RqFp2beYV>
and

Adjudicator Profile Form - www.wsdc2015.org/adjreg.html
(both forms must be completed for Adjudicators)

For Observers:

<http://goo.gl/forms/otReAnhbB2>

If a Team Manager is additionally serving as a Team Coach or Adjudicator, only the Team Manager Individual Profile Form needs to be completed. (However if they are also applying to serve as an adjudicator, they must also fill out the Adjudicator Profile Form.)

The following information will be needed when filling out the Individual Registration Forms:

- The individual's full name.
- The nation the individual is representing at WSDC.
- The individual's gender.
- The individual's contact details (e-mail address, telephone number and postal address).
- Whether the individual wishes to stay in a single room at the hotel (at an additional surcharge of S\$1,150 per single room).
- The individual's date of birth.
- The individual's nationality (which may, in some cases, be different from the nation they are representing at WSDC).
- The individual's passport number and the date of expiry of their passport.*
- The individual's T-shirt size (S, M, L, XL or XXL).
- Whether the individual has any dietary restrictions.
- The full name of an emergency contact person for the individual.
- The contact details of the emergency contact person (telephone and e-mail) and their relationship to the individual (e.g. parent, spouse).

** If the date of expiry of the individual's passport is less than 6 months after 6th August 2015, please note that the individual will need to obtain a new passport before travelling to Singapore.*

Independent adjudicators who are applying to judge at the championship separately from their nation's official delegation should complete both the Adjudicator Individual Registration Form and the Adjudicator Profile Form by 9th February.

Further Stages of Registration

By 4th March, based on the information submitted in Stage 1 of the registration process, each nation will be sent an invoice for a 50% non-refundable deposit of the delegation's registration fees. This must be paid by 25th March in order to confirm your nation's registration for the championships. (Any nation which wishes to change the number of people in their delegation will need to contact the organising committee prior to making the payment.)

The remaining 50% of registration fees will then need to be paid by 20th May.

At a later date (to be determined), the organising committee will also be asking all Team Administrators to submit the following:

- A scanned copy of the photo page of each member of your delegation's passport.
(The expiry date of the passport must be more than 6 months after 6th August 2015.)
- A scanned signed copy of a form from each member of your delegation in which they (i) agree to abide by the WSDC Code of Conduct, and (ii) agree to a media release because the semi-finals and Grand Final of WSDC 2015 will be televised on national TV in Singapore.
(For Debaters, this form must also be signed by a parent or legal guardian.)
- A scanned copy of each member of your delegation's Travel Insurance Certificate covering the full period of their stay in Singapore.
- For nations whose citizens require visas to enter Singapore, a scanned copy of each member of your delegation's visas.

Submitting these documents will be a condition of registration and the organising committee reserves the right to cancel the registration of any nation or delegate for whom these documents are not submitted. Further information about this will be sent out at a later date.

Eligibility Criteria

The WSDC Rules specify certain eligibility criteria for participants in the championships.

Please take note that the following criteria will apply to participants at WSDC 2015 in accordance with the championship Rules:

Debaters:

- Must have reached their 14th birthday by the first day of debates at the championship (29th July 2015).
- Must **not** have reached their 20th birthday by the day of the Grand Final at the championship (5th August 2015).
- Must have been attending classes as a full-time student at a secondary school in the nation they represent at the championship within 6 months of the first day of debates. They therefore must **not** have finished their secondary school studies any earlier than 29th January 2015.
- Must **not** be enrolled at a tertiary or post-secondary institution where their first term of study begins on or before the first day of debates at the championship (29th July 2015).

Team Coaches:

- Must have reached their 19th birthday by the first day of debates at the championship (29th July 2015).

Team Managers:

- Must have reached the age of majority in both the host nation and the nation the team represents by the first day of debates at the championship. The age of majority in Singapore is 21, so Team Managers must have turned 21 by 29th July 2015. (We are not aware of any country which has an age of majority higher than 21, so the minimum age of 21 for Team Managers should apply to all nations at WSDC 2015.)

We look forward to receiving the registrations from each nation for WSDC 2015.

Please ensure that your nation submits the Team and Delegation Registration Form by 11th February if you wish to enter a team in WSDC 2015.

If you have any questions about any aspect of the registration process, please e-mail the WSDC 2015 organising committee at wsdcsingapore2015@gmail.com.